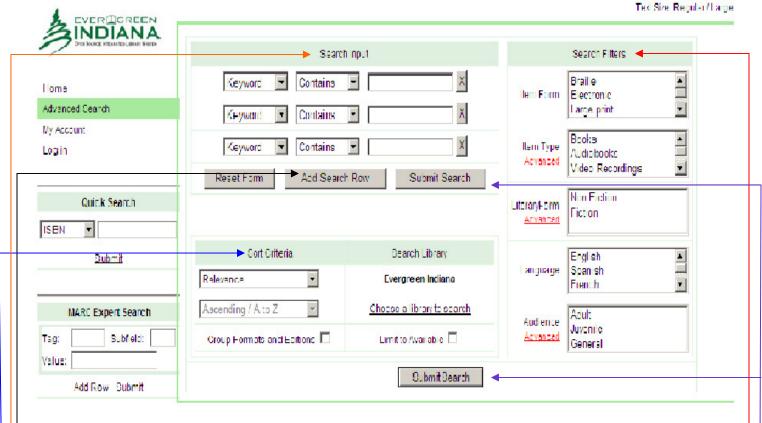# Welcome to the Evergreen Indiana Online Catalog!

Advanced Searching Guidelines

1. From the **Basic Search** screen that the computer defaults to, click on **Advanced Search** at the bottom left; you will see the screen illustrated above.

2. Using the **Search Input** fields, type in as many fields of text as you desire and select what type of information you want for each field from the drop-down menus. [choices include Keyword; Title; Author; Subject; or Series and the Google-like operators [contain; does not contain; or matches exactly]

3. Click the **Add Search Row** to add more fields.

4. Using the **Search Filters** along the right side, you may narrow your search [Item Form; Item Type; Literary Form; Language; Audience; and Shelving Location].

5. The more **Search Filters** you use, the fewer results you will get; also, the more filters you use, the greater the chance that you will get zero results!

6. You may use the **Sort Criteria** drop-down menu to sort your results.

7. In the upper right corner of the screen [not shown here], you can change the size of the text from **Regular** to **Large**.

8. Click **Submit Search** when you are ready to search.

9. Then, follow Steps 5 through 8 on the **Basic Search** Guidelines.

10. Ask a librarian for help!

For Basic Searching Guidelines, see opposite side!